

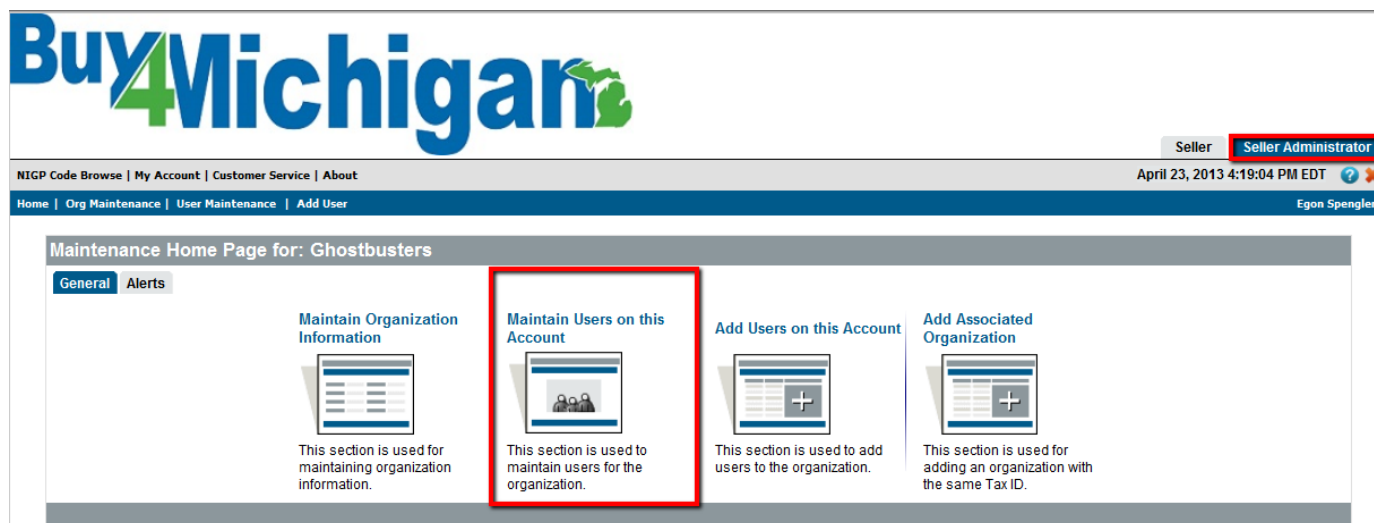
Adding a Seller User

To ensure receipt of notifications about Bid opportunities or to be issued Purchase Orders (POs) through Buy4Michigan, you must make sure that who you designate to receive this information is current within the system. You can do this by accessing the Buyp4Michigan login screen and logging in with your unique Login ID and Password.

Updating Vendor Data

Upon logging into Buy4Michigan with your unique Login ID and Password, you may update your company's vendor data if you have the role of **Seller Administrator**. To update your company's data, click on the **Seller Administrator** tab if it displays. NOTE: Users without the role of Seller Administrator can only update their personal information by clicking on **My Account**.

Seller Administrators are presented with three initial options on their **Homepage**:



By clicking on the **Maintain Users on this Account**, Seller Administrators can determine whether the user is already set up in the system or whether adding the user is required. The following steps guide you through adding a new user:

Adding a User

Buy4Michigan will maintain the user name, job title, department, phone number, email, login id, password, security question and answer, and user role. To begin adding a new user, select the **Add User** button.

User Maintenance for: Sam Dracula's Magic Shoppe

Search Using:

Search Fields:

First Name Last Name

Login ID Status

User Role

Seller

Seller Administrator

Browse by:

Login ID	First Name	Last Name	Status	Role(s)
GRANDPA1000	Eric	Jacobsen	Active	Seller Seller Administrator

Enter New User Information

Complete the New Vendor User information, including all required fields (fields with an '*').

New Vendor User for Sam Dracula's Magic Shoppe

Salutation ▼			
First Name*: 	Last Name*: 		
Job Title*: 	Department: 		
Phone*: - 	Email*: 		
Login ID*: 	Status*: Active ▼		
New Password*: 	Confirm Password*: 		
Login Question*: ▼	Login Answer*: 		

Roles

☐ Seller
☐ Seller Administrator ☐ Can Upload Contract

Save & Exit
Reset
Cancel & Exit

Select Role for New User

In the **Roles** section, select **Seller** this will allow other employees of the company to view and respond to bids and proposals.

New Vendor User for Sam Dracula's Magic Shoppe

Salutation Mr. ▼			
First Name*: Sam	Last Name*: Dracula		
Job Title*: HVIC	Department: Vampirism		
Phone*: 999 - 9999	Email*: kp@omars.com		
Login ID*: samdracula	Status*: Active ▼		
New Password*: ●●●●●●	Confirm Password*: ●●●●●●		
Login Question*: What is your favorite food? ▼	Login Answer*: 		

Roles

☒ Seller

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Save & Exit
Reset
Cancel & Exit

Click the **Save & Exit** button upon completion.